OpenEMIS
Better data. Better outcomes.

OpenEMIS Refugees

User Manual

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1. Getting Started

1.1 Logging In

On the login page, enter your login details (School ID and Password) and click Sign-In. Note that you can also change language.

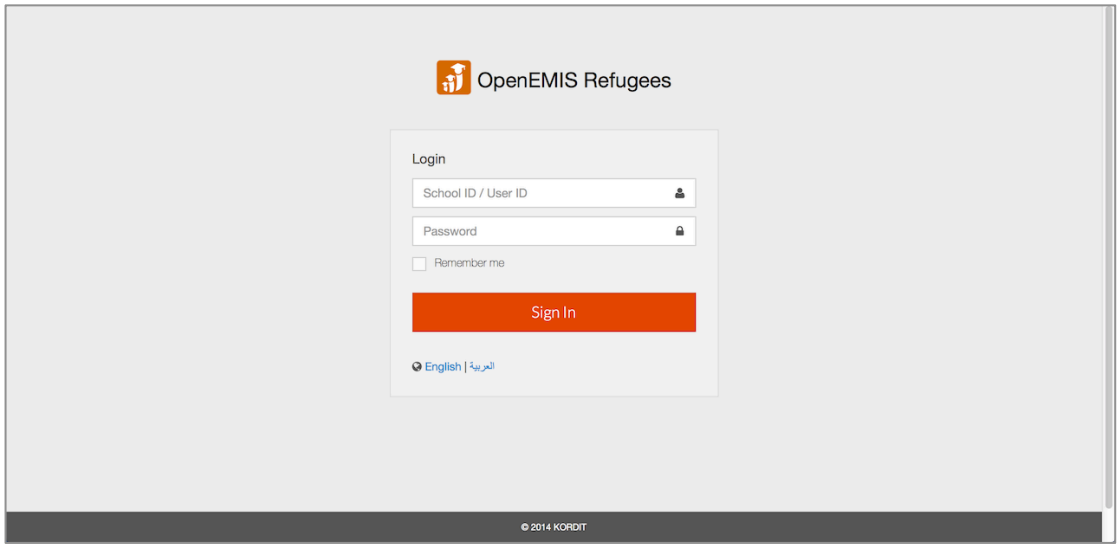

Figure 1 - Login Page

After successfully logging into the system you will be redirected to the appropriate home page based on your login. The user home page is shown in Figure 2.

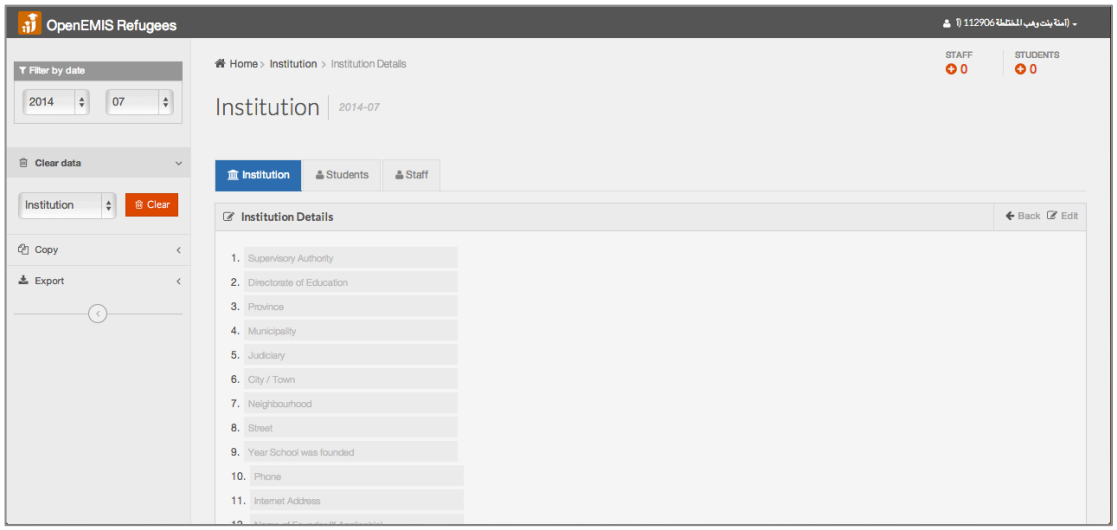

Figure 2 - Home Page

1.2 Logging Out

To logout of the system, navigate your mouse to the top-right hand corner of the page and click on the menu. The menu will indicate which user is logged into the system. From the dropdown menu, select logout.

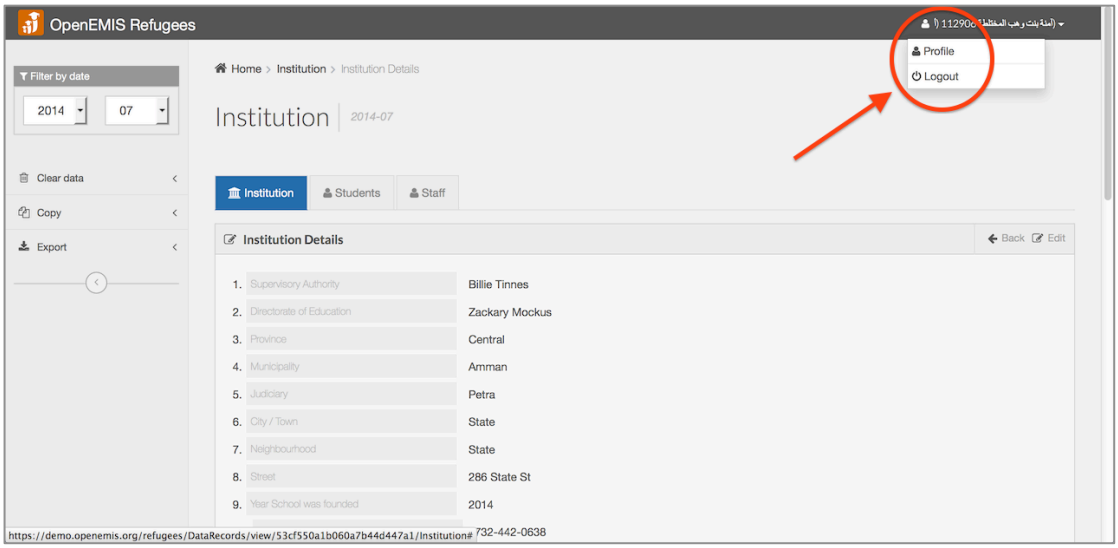

Figure 3 - Home Page (Logout)

2. Navigation

To navigate through the system, use the navigation menu on the left hand side of the page (Figure 4).

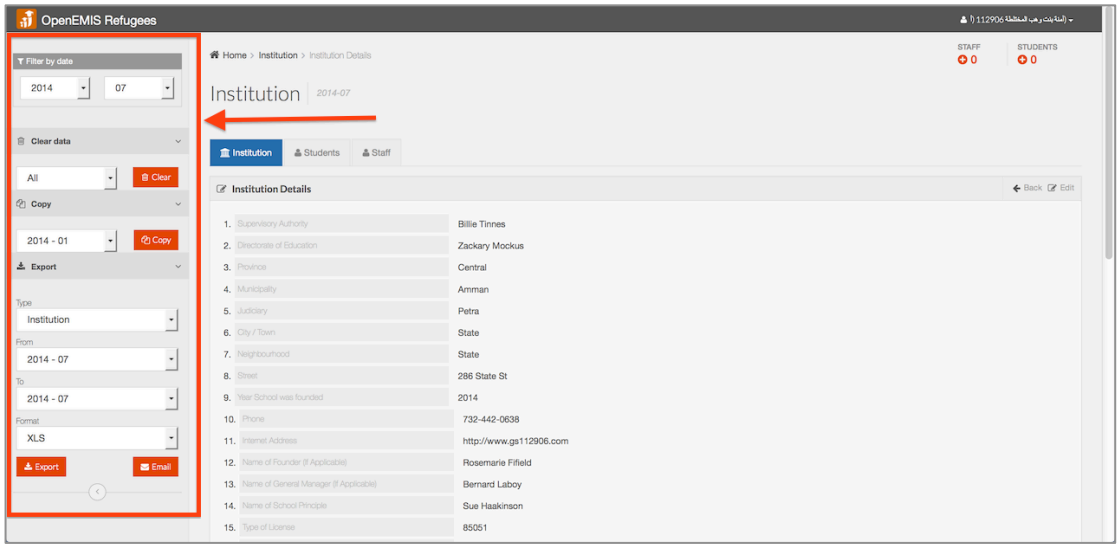

Figure 4 - Home Page (Main Navigation)

Each of the menus are described in the following table.

Main Menu	Sub Menu	Purpose
Filter by Date	Year	Select a Year
	Month	Select a Month
Clear Data	V	Collapse the sub menu
	Module Selection	Select one or all modules
	Clear Button	Clear all data for month
Copy	V	Collapse the sub menu
	Date Selection	Select Year and Month
	Copy Button	Copy all data for a month
Export	V	Collapse the sub menu
	Type	Select a Module to Export
	From	Select start date
	To	Select end date
	Format	Select the file format
	Export Button	Save the export file
	Email Button	Email the export file
<		Collapse the main menu
>		Expand the main menu

3. Institution

From the Institutions Page you can view and edit school details.

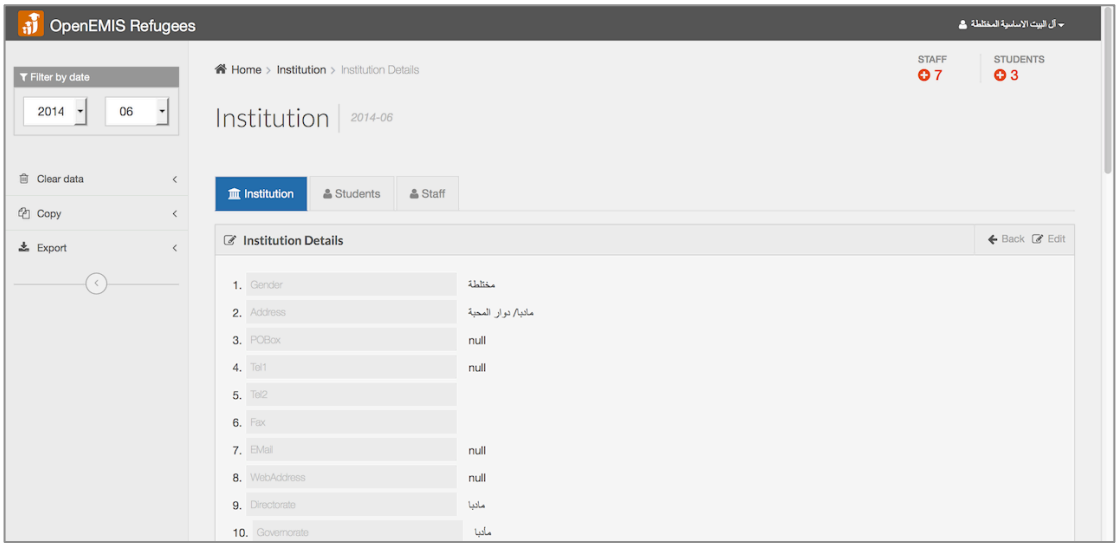

Figure 5 – Institution Page (View Mode)

Click the Edit link to edit school details then click the Update button at the bottom of the page once done or click the Back link.

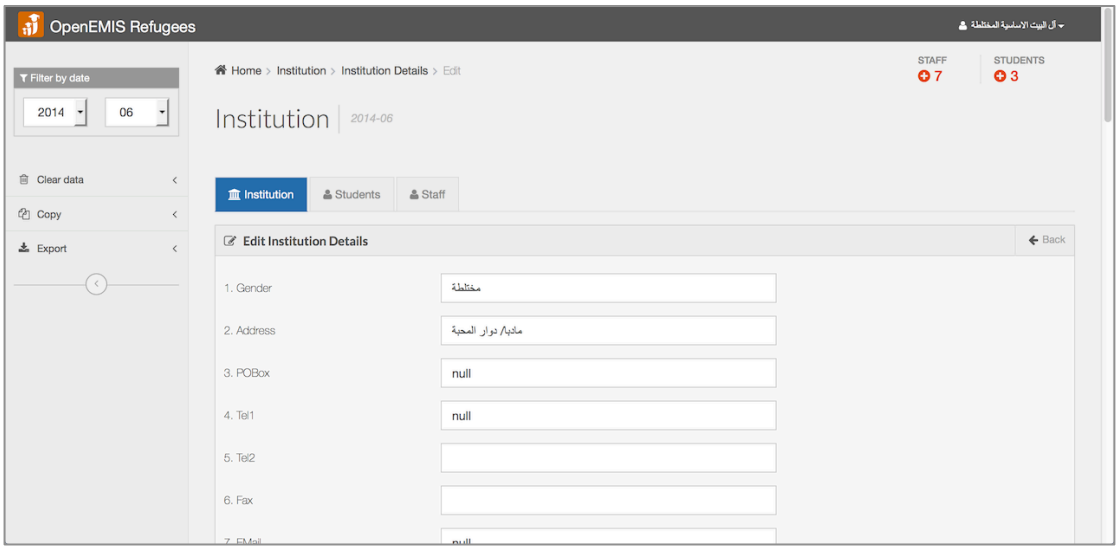

Figure 6 - Institution Page (Edit Mode)

4. Students

From the Students Page you can see the list of students. To select a specific student, click on the View link next to the student details or click the Add link to add a new student.

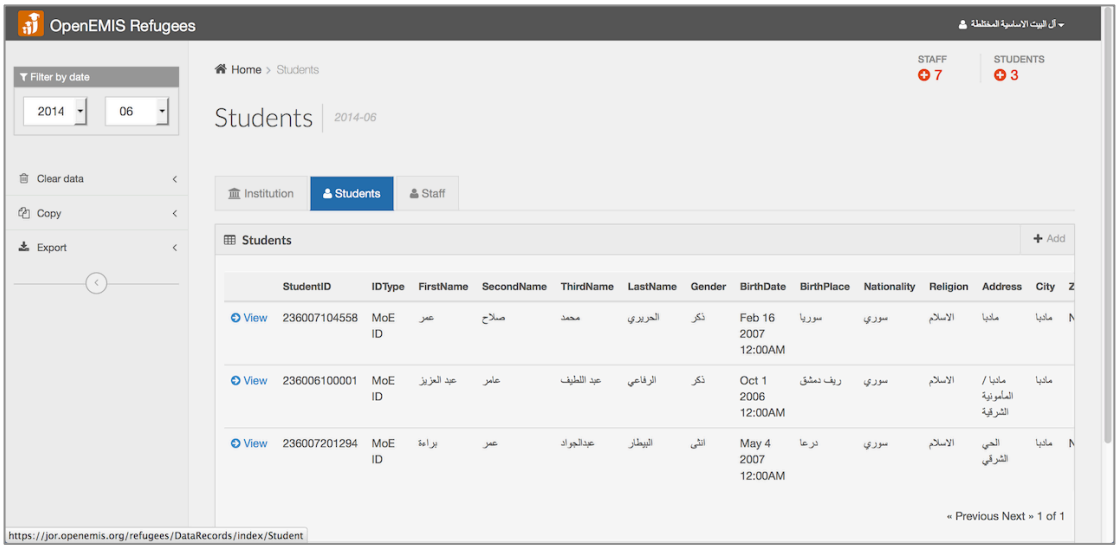
OpenEMIS Refugees
Filter by date
2014
06
Clear data
Copy
Export
Home > Students
STAFF 7
STUDENTS 3
Students 2014-06
Institution
Students
Staff
Students
Add
StudentID IDType FirstName SecondName ThirdName LastName Gender BirthDate BirthPlace Nationality Religion Address City
View 236007104558 MoE ID عمر صلاح محمد الحريري ذكر Feb 16 2007 12:00AM سوريا سوري الاسلام ماديا ماديا
View 236006100001 MoE ID عبد العزيز عامر عبد اللطيف الرفاعي ذكر Oct 1 2006 12:00AM ريف دمشق سوري الاسلام ماديا / المأمونية الشرقية ماديا
View 236007201294 MoE ID براءة عمر عبدالجواد البيطار انثى May 4 2007 12:00AM درعا سوري الاسلام الحي الشرقي ماديا
« Previous Next » 1 of 1
https://jor.openemis.org/refugees/DataRecords/index/Student

Figure 7 - Students Page (List View)

Click the Delete link to delete a student or click the Edit link to edit the student details then either click the Update button at the bottom of the page or the Back link to cancel.

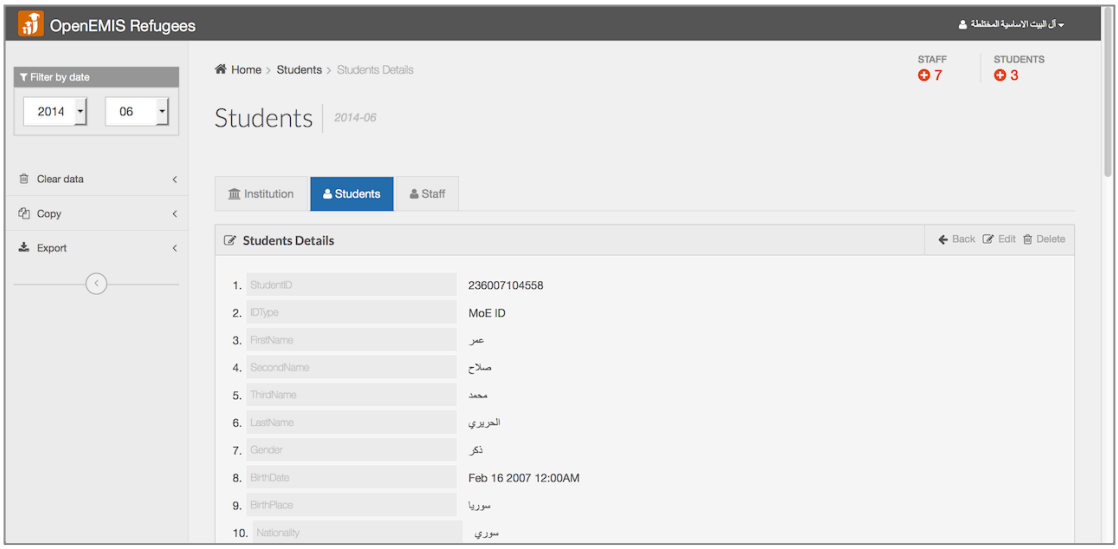

Figure 8 - Students Page (Details View)

5. Staff

From the Staff Page you can see the list of staff. To select a specific staff member, click on the View link next to the staff details or click the Add link to add a new staff member.

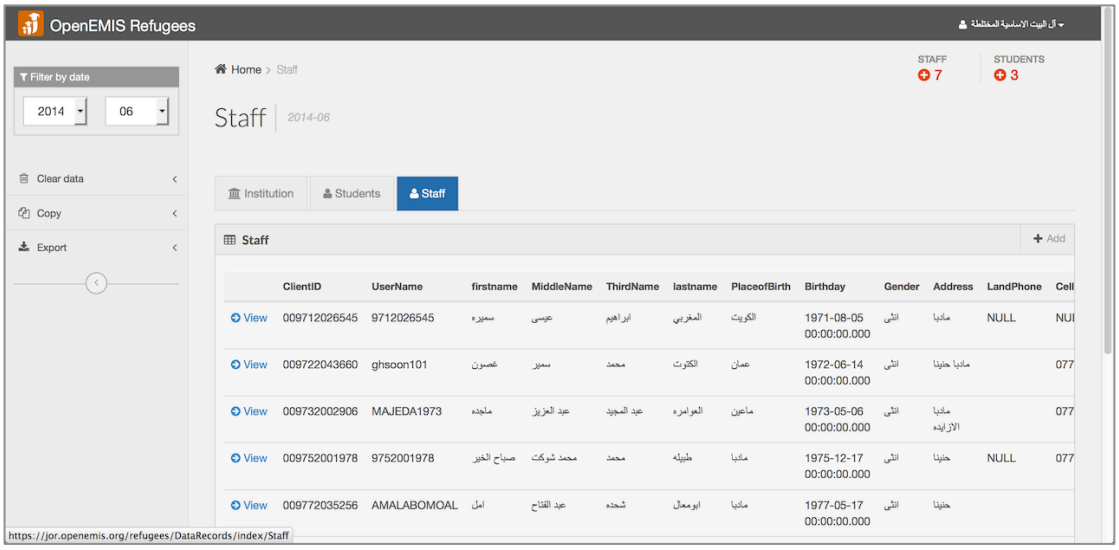

Figure 9 - Staff Page (List View)

Click the Delete link to delete a staff member or click the Edit link to edit the staff member details then either click the Update button at the bottom of the page or the Back link to cancel.

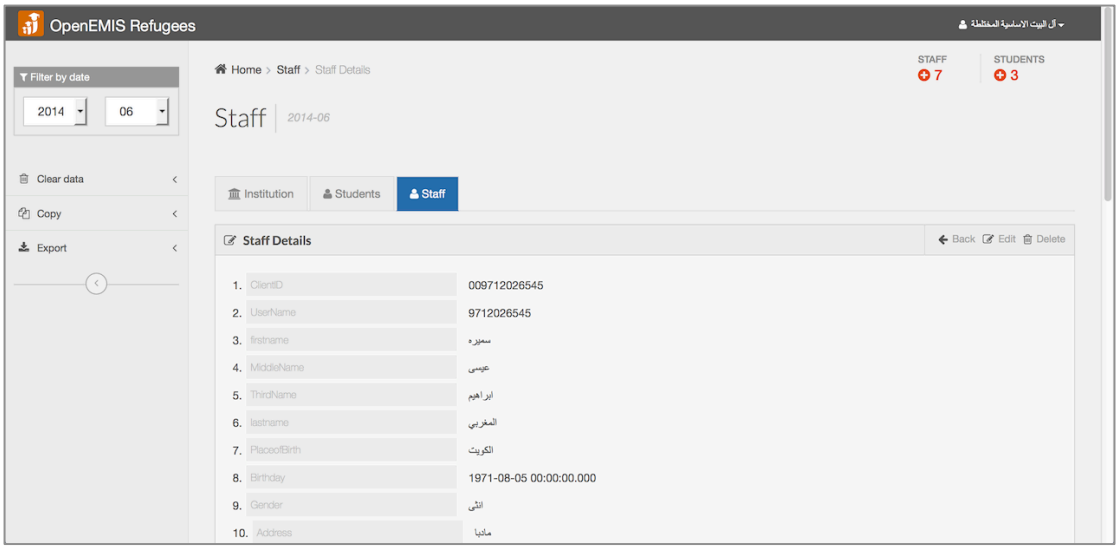

Figure 10 - Staff Page (Details View)

6. Troubleshooting

For further information or technical assistance, please visit:

http://www.openemis.org.